



September 20, 2016

Re: Application for Kentucky Work Ready Skills Initiative Funding

Dear Applicant:

I am pleased to inform you that your pre-application for grant funding through the Work Ready Skills Initiative has received approval to move to the next phase of the application process. Therefore, we are requesting additional, detailed information about your project. This information will help the Work Ready Skills Advisory Committee determine which top applicants will receive final consideration.

Below is a list of the additional application information needed to fully evaluate your proposed project. This information must be received at the address below no later than **October 19, 2016**:

**Kentucky Education and Workforce Development Cabinet
300 Sower Boulevard, Fourth Floor
Frankfort, Kentucky 40601**

All completed applications meeting the minimum program eligibility requirements will be considered for funding by the Work Ready Skills Advisory Committee. PLEASE NOTE the committee has determined the following elements to be ESSENTIAL to any application:

- A partnership which includes private-sector employers, secondary and postsecondary educational institutions;
- Training in at least one of Kentucky's five primary economic sectors as defined by the Kentucky Workforce Innovation Board; and
- Ownership of the buildings, equipment and other items receiving the investment must be public entities – secondary or postsecondary institutions, school boards, cities or counties.

In your application, please do not provide any information that you do not want made public. It is the intent of the committee to discuss the contents of these applications in meetings open to the public. As part of the application process, you will be asked to sign a waiver acknowledging that any documents submitted in support of your application will be available for review by or publication to the general public.

Additionally, we have attached a list of minimum scoring items the committee will consider in reviewing your application. The committee will determine the weight of these items and may include additional items for the next round of scoring.

Also attached is the review sheet from your pre-application. Areas of the application that the committee members felt were not aligned with the expectations of the grant are marked with "unable to confirm."

Please include a copy of this letter as a cover sheet to the information requested below. All responsive information should be provided in a format that clearly identifies each attachment identified below. Information responsive to the individual requests below must be included within the specified attachment. The committee will only look to each particular attachment for the requested information within that attachment.

The completed application should be provided in both a hard copy and electronic format. The electronic copy must be provided in Microsoft Word or be Adobe Acrobat compatible, with the exception of detailed budgets requested in Attachment G that must be in a Microsoft Excel compatible format. The electronic copy should be provided on a CD or thumb drive at the same time as the hard copy.

Attachment A	<ul style="list-style-type: none">(1) Identify the specific industry sectors and career pathways in which workforce training or education will be provided.(2) Explain why the sectors and career pathways were selected, how those pathways are aligned with the identified industry sectors, and why existing programs are not addressing the employment needs in the identified sectors. <i>Sectors for training must include at least one of Kentucky's primary sectors as defined by the Kentucky Workforce Innovation Board.</i>
Attachment B	<ul style="list-style-type: none">(1) Provide estimated metrics that should be used to evaluate the application and illustrate the potential success of the project, including but not limited to:<ul style="list-style-type: none">(a) local unemployment (numbers and rate), labor force participation and other economic information in a 30-mile radius;(b) population age 16-64 in a 30-mile radius;(c) current job openings plus two-year, and five-year forecast workforce data demonstrating demand within a 50-mile radius for the training that will be provided, including how the data is validated;(d) total number of juniors and seniors among the secondary partners included in the project who will successfully receive postsecondary credit, credentials, certifications or apprenticeships from the new investment;(e) enrollment and credentials granted annually within the sectors included in the application. Include current enrollment and graduation as well as levels anticipated at the completion of the project for adults and students;(f) expected entry-level wages for graduates of the training; and(g) employment numbers and trends for proposed sectors in a 50-mile radius.

Attachment C	<ul style="list-style-type: none"> (1) For all project partners, attach a one page maximum (per partner) description of each partner's role in the project, including specifically how each partner will be involved in the project during construction and development, and how each partner will be involved with providing workforce training and education after the project is complete. (2) For each project partner, provide a one page letter of commitment for funding or involvement for the project, signed by a senior official of the respective entity. <i>Partnerships must include private-sector employers, secondary education partners and postsecondary education partners.</i>
Attachment D	<ul style="list-style-type: none"> (1) Include a detailed line item budget of project costs, with supporting documentation that shows how the estimated cost of each line item was determined. (2) Provide a breakdown of total project cash costs (workforce investment funds requested plus cash match from partners), as well as a separate budget for non-cash match items. (3) Include a proposed schedule for the expenditures of dollars in the contract. For any construction or renovation, floor plan and renderings should be included, as well as a line-item estimate by an architectural trade division.
Attachment E	<ul style="list-style-type: none"> (1) Provide a description of the workforce training and education that will be offered at the facility for which grant funding is sought, including: <ul style="list-style-type: none"> (a) the total number of program participants that can be served at any one time, (b) the anticipated number of participants separated by students and adults that will complete workforce training and education annually; (c) the number of participants currently served, by sector, and the number anticipated once the project is completed; (d) a description of the different paths for high school students, adult learners, long-term unemployed, and any other groups targeted by the program, as well as how those paths accelerate individuals into the workforce; (e) the list of courses that will be taught, the source for curriculum and lessons, any training models used, the path to completion, and what credit, certificates, credentials, apprenticeships, and degrees that participants will receive upon completion of the workforce training or education program; (f) whether any certificates, credentials, apprenticeships, or degrees earned through participation in the workforce training or education program will be portable or transferable; (g) how secondary students will receive dual credit/postsecondary credit; (h) an estimate of the cost of the program for participants annually and total to achieve full credit/credential; and (i) the hours of operation.

Attachment F	<ul style="list-style-type: none"> (1) Provide a description of the marketing plan and spending that will be used to attract participants to workforce training and education programs at the project site for the first and subsequent four years. (2) Describe how high school counselors will promote careers among secondary students. (3) Describe how you will promote student engagement through student organizations and extracurricular activity.
Attachment G	<ul style="list-style-type: none"> (1) Attach a detailed 5-year financial plan for the project facility and the workforce training and education that will be offered at the facility, including information about how the program will be funded and sustained. (2) Describe plans to recruit and credential teachers and adjunct faculty. (3) Identify who will be responsible for upkeep and maintenance of the project facilities, fixed assets, and equipment upon completion of the partnership project. Indicate which public-sector partner(s) will own the buildings and equipment that are paid for by the public investment. (4) Include a project timeline, beginning with the date a signed grant agreement is received by the applicant. The timeline should include the expected construction period with related milestones, as well as the expected length of time between commencement of the project and when workforce training and education provided at the facility will begin. (5) Provide information demonstrating experience and success for the partners responsible for training, upkeep and construction. <i>The buildings and equipment that receive public funding must be owned by a public entity – a city, county, school, school board, college or university.</i>
Attachment H	<ul style="list-style-type: none"> (1) If your application proposes construction of a new facility that does not currently exist, provide a review of existing facilities within the local area where the partnership project will be located, including facilities owned or operated by any education institution participating in the project, and an explanation of why it is more efficient or will be more effective to construct a new facility rather than renovate or retrofit an existing facility.

Attachment I	<p>(1) Provide a description of the data that will be collected and reported semi-annually for a period of five years after the completion of the project, including the metrics that will be used to evaluate the project, broken down for students and adults, including but not limited to:</p> <ul style="list-style-type: none"> (a) enrollment; (b) completion percentage; (c) continued enrollment; (d) credentials and degrees granted; (e) total number of juniors and seniors among the secondary partners included in the project who will successfully receive postsecondary credit, credentials or certifications; (f) job placement; (g) job retention at six months; and (h) skills assessment scores of training participants.
-----------------	--

Please remember to submit the information by the deadline requested above. If you have any questions about the Work Ready Skills Initiative application process, please contact Andy Hightower at 502-564-0372 or workreadyskills@ky.gov.

Sincerely,



Hal Heiner, Secretary
Education & Workforce Development Cabinet